

ANNUAL REPORT OF UTILIZATION AND DISPOSAL OF EXCESS AND SURPLUS PERSONAL PROPERTY	FOR FY ENDING	INTERAGENCY REPORTS CONTROL NUMBER	
	FROM		
TO: GENERAL SERVICES ADMINISTRATION OFFICE OF TRANSPORTATION AND PROPERTY MANAGEMENT (FB) WASHINGTON, DC 20406	AGENCY NAME		
	CONTACT NAME		
	STREET ADDRESS		
	CITY	STATE	ZIP CODE

A. EXCESS PROPERTY TRANSACTIONS		ACQUISITION COST
1.	DETERMINED EXCESS	
2.	DIRECT TRANSFERS TO OTHER FEDERAL AGENCIES	
B. SURPLUS PROPERTY DISPOSITIONS		ACQUISITION COST
3.	EXPENDED TO SCRAP	
4.	ABANDONED OR DESTROYED	
5.	DONATED TO PUBLIC BODIES	
6.	OTHER DONATIONS <i>(Explain in remarks)</i>	
7.	USABLE PROPERTY SOLD BY OTHER THAN GSA	
C. PROCEEDS FROM SALE		ACQUISITION COST
8.	FROM SALE OF USABLE PROPERTY	
9.	FROM SALE OF SCRAP	

REMARKS *(Continue on separate sheet(s), if necessary)*

TYPED NAME OF APPROVING OFFICIAL	SIGNATURE OF APPROVING OFFICIAL	DATE
TYPED TITLE OF APPROVING OFFICIAL		

INSTRUCTIONS

General - Standard Form 121 shall be used by executive agencies to submit the annual report required by the Federal Property Management Regulations (41 CFR 101-43.4701, 101-44.4701, and 101-45.4701).

Reports shall cover domestic excess and surplus property transactions pursuant to Federal Property Management Regulations (41 CFR 101) including ADPE, and contractor inventory. Exchange/sale transactions are reported under the provisions of 41 CFR 101-46.407 and are not included in this report.

Entries for line 1 through 7 should reflect the acquisition cost (in whole dollars) of the property. If data on acquisition cost is not available, the estimated acquisition cost or other value at which property is carried for accounting purposes may be shown. Lines 8 and 9 reflect the proceeds of sale (in whole dollars) rather than acquisition cost of property sold.

Statistical information for excess property reported to GSA and excess or surplus property transferred, donated, or sold by GSA pursuant to Parts 101-43, 44, and 45 is accumulated by GSA at the time each transaction is effected. Information required on SF 121 includes only those utilization and disposal transactions for which GSA has little or no visibility or statistics.

Each report shall be signed and dated by an approving official, and submitted in duplicate to General Services Administration (GSA), Washington, DC 20406, within 60 calendar days following the end of each fiscal year.

Line 1 - Report the total acquisition cost of all personal property determined to be excess to the needs of the reporting agency, including property reported to GSA on Standard Form 120, Report of Excess Personal Property. Do not include the cost of property determined excess during the year which was withdrawn for use within the reporting agency later in the same year. Foreign excess property shall not be included in this report.

Line 2 - Report the acquisition cost of excess property directly transferred during the year to other Federal agencies for utilization pursuant to § 101-43.315.5(a)(1) and (2). Do not include transactions which have prior GSA approval on Standard Form 122 or its equivalent.

Line 3 - Report the acquisition cost of both excess and surplus property removed from agency property records by expending to scrap during the year. Include the acquisition cost of generations of waste or production scrap.

Line 4 - Report the acquisition cost of excess and surplus property abandoned or destroyed during the year pursuant to § 101-45.5.

Line 5 - Report the acquisition cost of surplus property donated to public bodies during the year in lieu of abandonment or destruction pursuant to Subparts 101-44.7 and 101-45.5. Do not include transactions which were approved by GSA under Subparts 101-44.2 through 101-44.5.

Line 6 - Report the acquisition cost of all personal property donated during the year pursuant to authorities other than Part 101-44 and Subpart 101-45.5. Do not include donation transactions which were approved by GSA. Any donations on this line shall be explained below under remarks citing the legal authority for the donations. Some of these miscellaneous authorities are listed in Subpart 101-44.9.

Line 7 - Report the acquisition cost of surplus property (other than scrap) sold during the year by the reporting agency or by a selling agent other than GSA.

Line 8 - Report the proceeds from the sale of surplus property (other than scrap) sold during the year by the reporting agency or by an agent other than GSA.

Line 9 - Report the proceeds from the sale of scrap sold during the year by the reporting agency or by an agent other than GSA.

REMARKS

Include explanation requested under instructions for line 6. Also, explain any unusual transactions having a significant effect on activity during the year. If more space is needed, continue on separate sheet.